

Quillian After-School Operational Policies: After School Adventures 2022-2023

Welcome to our 2022-2023 school year! For over 35 years, Quillian Center has provided an incredible after school program for children between the ages of 5-14. Our staff will provide your child with a safe and exciting program this year. The following information will provide a basic background of our after school operation.

If you have any questions call the Childcare Director:
Beverly Okosun; 713-458-4707
Email at bokosun@quilliancenter.org.

Open Invitation

If you do not have or if you are looking for a new/different church home, we would like to invite you to worship here at First Methodist Houston – Westchase.

- Traditional Service – 9:00 A.M. in First Methodist Worship Center
- Contemporary Service – 11:12 A.M. in the First Methodist Worship Center

Also Available:

- Children’s Bible Classes
- Middle/High School gathering
- Adult Groups

For more information, visit www.fmwestchase.com or call 713-458-4700.

2022-2023 After-School Times & Holiday Schedule

Quillian Center’s After-School Program hours of operation are from 3:00 P.M. to 6:30 P.M., Monday through Friday.

Quillian Center has established a \$1.00 per minute late pick up fee for each minute after 6:30 P.M. and before 6:45. At 6:46, the late pick up fee will be an additional \$5.00 per minute. This fee must be paid upon pick up.

Please be mindful of this and notify us if you know you will be picking up your child late. We can be reached at 713-458-4707. As we do understand emergencies

occur, it is imperative that children are picked on time daily. Repeated issues with tardiness can result in your child being dismissed from the child care program. Our licensed program hours end at 6:30 pm and children should no longer be in care after 6:30 pm.

Quillian will be closed or close early on the following dates:

- September 5 (Labor Day)
- November 23 (Early close-3:00 pm)
- November 24 (Thanksgiving), November 25
- December 23 and December 26
- January 2
- January 16 (Martin Luther King, Jr. Day)
- April 17 (Good Friday)
- May 29 (Memorial Day)

Please be mindful, the after school schedule is subject to change. If any changes occur a notification will be sent via email or via flyer notification.

Weather Closures

In case of severe inclement weather which causes school closures, Quillian's After-School Program will follow HISD's school closure policy. If HISD schools are closed, Quillian's After-School will also be closed for after school care.

2022-2023 School Year

Monthly Tuition Schedule and fees for 2020-2021 for Full Time & Part Time Students.

- \$100 One Time Registration Fee for Houston, Alief and Spring Branch Independent School Districts, Science of School & Technology and Westchase Classical Academy
- \$250 Monthly After School Tuition for Houston, Alief and Spring Branch Independent School Districts, Science of School & Technology and Westchase Classical Academy Branch
 - Pro-Rated months include August, November, December
 - Prices vary by school
- \$15 Drop In Care for Part Time Children
- \$30 Early Release Drop In for Part Time Children

- \$60 Full Day Drop In for Part Time Children

Full Time Students-Students who attend 3 days or more in a week are considered full time students.

Part Time Students-Students can come a maximum of 8 drop in days in a month, whether it's a regular day, a half day or a full day (holiday break days such as Thanksgiving, Christmas and Spring Break will not be counted towards a part time students attendance). A child cannot be enrolled as a part time student and be transported to Quillian; transportation is reserved for full time students only. A registration fee of \$100 must be paid prior to being enrolled in drop in care.

During school closures and holidays, Quillian also offers full day care. Please note holiday care is an additional fee from after school tuition rates.

There is an option of a daily drop-in, for up to two days per week, for \$60 per day for full time and part time students during holiday care. There is also full week care which is offered at \$210 per week or \$60 per day if the week has 3 days or less. Please note that a full week of care is when a child is in care for 3 or more days in a week. The hours of operation for a full day of care is 7:30am–6:30pm.

Quillian Center will do their best to provide care on early release days but depending on staff availability we may not be able to care for children until the regular hours of operation, which is 3:00 - 6:30 pm.

We understand that may disrupt your schedule but we will also do our best to notify you in a timely manner if we are unavailable to care for children on a particular day.

Enrollment

All enrollment is preferred online at www.quilliancenter.org. If you register in the office, enrollment forms must be completed and turned into the Quillian offices to be processed. When completing forms online or in the office, please ensure all questions are answered completely. If your child is being transported by Quillian Center, the school must be contacted and informed of the transportation changes. Children will only be accepted once all fees and paperwork is completed. There will be no exceptions.

Tuition is due on the 1st of each month. Tuition will be paid by AUTOBILL ONLY and no partial payments will be accepted. A reminder notice will be emailed to the account in advance of the auto draft. In the event that AUTOBILL is unable to resolve your tuition payment with the credit card on file by the 3rd of the month, there will be a \$25 late charge, per student added to the account. If the credit card is declined again, the student will be dis-enrolled. The parent will be notified by 5th that they will need to pick their child up from school. In order to enroll your student again, a \$100 registration fee and all other outstanding fees MUST be paid before the student can return. Quillian Center does not accept checks. If you have any questions please contact Beverly Okosun at 713-458-4707.

CANCELLATION POLICY - Quillian Center has implemented a cancellation policy. If you are going to withdraw from Quillian's after school program, a 30 day notice by email is required and all fees must be paid.

2022-2023 After - School Schedule

(General Schedule, Each group has a different schedule, here is an example of group 2, 7-8) Schedules are posted in the hallways of Quillian Center and available in the office for review. Our daily schedule is subject to change based on weather or any other unexpected issues that may arise.

General Schedule for After School Children:

3:30 P.M. to 4:15 P.M.	Snack
4:15 P.M. to 4:45 P.M.	Homework
4:45 P.M. to 5:15 P.M.	Game Room
5:15 P.M. to 5:45 P.M.	Gym
5:45 P.M. to 6:15 P.M.	Playground
6:15 Pm to 6:30 PM	Clean up and arrival time

Student Supervision Ratios

Student to staff ratios are set to comply with the Texas Department of Family and Protective Services.

Hot Meals

Quillian Center has partnered with Kidz Grub to provide meals 5 days per week during the after school program, Christmas Break (depending on the schedule/closure with KidzGrub and Quillian Center) and Spring Break. A daily menu is available for review each day.

Transportation

Quillian uses 2, 14 passenger small buses to transport children. All children who are transported must follow the rules enforced by the bus driver. Both buses are equipped with safety seat belts along with additional equipment such as a first aid kit and first extinguisher. All drivers transporting children will have transportation safety and current CPR/first aid training prior to transporting children.

Quillian Center will not be providing field trips during the course of the after school season. In the event a field trip was taken, parents would be notified a week in advance of the field trip.

Water Activities & Swimming

Quillian Center will offer times for children to participate in swimming and water activities during the course of the after school season. Parents will be notified a week in advance of the water activities or swimming.

All water activities or swimming will take place at Quillian Center and not offsite.

Animals

There will be no animals onsite during the after school season. In the event the after school program contracts an outside vendor such as a petting zoo, parents will be notified a week in advance of the event.

Arrival

Quillian's buses will drop the students off at the curb in front of the Quillian gym. All students are required to place their belongings in their specified cubby. The students will be checked in by the After School Director, Administrator on Duty or counselor.

If your child will not be riding the Quillian bus to after school, please call 713-458-4707 or send an email bokosun@quilliancenter.org no later than 2:00 P.M. If we are not notified, the driver must contact Quillian to confirm the student's attendance. If the parent does not notify Quillian, the After School Director or Administrator on duty, we then have to contact the parent to confirm the student's status, thus making the driver late to pick up other students on their particular route. Quillian takes pride in making sure your child is safe, healthy and happy while in our care. Not only is it our pleasure but most important, it is our job. If Quillian has to contact you regarding the status of your child more than TWO TIMES, there will be a charge of \$10 EACH TIME Quillian is not notified.

Release of Children

All students will be signed out by a Quillian staff member or parent. All parents and authorized pickups will walk into the gymnasium office to check out. Please be prepared to have your photo identification ready to be reviewed by the person in charge.

Quillian personnel will release your child to the designated person/people you have authorized. Quillian personnel on duty will not release a student until we have contacted the parent/legal guardian and they confirm authorization to release the student. Quillian will require an email immediately from the parent/legal guardian they have authorized the release of their child to an adult that is not on the authorization list. Otherwise, only the persons specifically identified in the child's enrollment documentation will be allowed to take the student.

Please be sure all contact information is current and correct in order to contact the parent/legal guardian. This is for your child's safety and security.

*QUILLIAN MUST BE NOTIFIED BY EMAIL OR IN WRITING IN THE EVENT THAT AN UNAUTHORIZED PERSON WILL BE PICKING UP A CHILD

*THE WRITTEN NOTICE MUST INCLUDE THE NAME OF THE PERSON THAT WILL BE PICKING UP THE CHILD AND THEIR DRIVERS LICENSE NUMBER

*QUILLIAN WILL NOT RELEASE THE CHILD IF THAT INFORMATION IS NOT PROVIDED

Parking

Please drive carefully, remembering that there are many young children in the area. Please park in designated parking spot. Do not park along the red curb marked "FIRE LANE". We encourage you and your children to use the sidewalks while on the church grounds.

What Not to Bring to After School

If your child brings any electronics (cell phone, iPod, iPad, radio, camera, lap top, etc.), they must remain in their backpack and in their cubbies. Quillian Center is not responsible for lost or stolen items. If there is an emergency and you need to reach your child, please call 713-458-4707 and we can take a message.

Anything considered a weapon is not allowed on the property. No smoking or use of alcohol or drugs is allowed on campus or First Methodist Church grounds. Any items brought to after school that are deemed inappropriate will be held in the office. Quillian Center reserves the right to search and seize student's possessions when illegal substances or weapons are suspected. Students are not allowed to have any prescription and/or over the counter medications. Refer to section "Dispensing of Medication" for guidelines regarding any medications, over-the-counter or prescriptions, and how to properly handle.

Lost and Found

Lost items will be placed on the lost and found table located next to the gymnasium office. These items will be discarded or donated to charity at the end of each month. Make sure all of your children's articles are marked with your

child's name so that we can assist in getting those items back to you. Underwear and socks will be discarded at the end of each day.

Cubbies and Lockers

Each student has a cubby with their name on it. All of their backpacks, lunch containers, etc. must be placed in their cubby. Any items lying on the floor will be placed on the lost and found table. Students are required to take all possessions home each day. Items left at the end of the day will be placed in the lost and found area or discarded.

Safety Concerns

To maximize seat availability and keep the program cost as low as possible. There will be **one** adult driver present on each bus. All drivers have been background and fingerprint checked, and is *Safe Sanctuary* certified.

Emergency Preparedness

In an emergency your child may be “sheltered in place” or evacuated from the building depending on circumstances. Please make it a point to sit down as a family to discuss emergency procedure. Stress to your child that if there is an emergency situation while they are at after school, parents may not be able to pick up students until an “all clear” has been given to after school officials. Parents, please be sure that Quillian has updated telephone numbers and emergency information.

Do Not Let Your Child Attend After School If

In order to protect the group as a whole, we ask parents to assist by keeping sick children at home. A child may not attend after school if:

Fever 99.9 degrees and higher – This includes the night before/morning of school.
Fever free for 24 hours without taking any medication. If you give your child medicine the night before, that still means they cannot attend after school the next day.
Vomiting and/or Diarrhea – All symptoms must be gone for 24 hours.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In

any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back to after school.

Medical Emergencies

If there is a medical emergency at the center the first concern is to ensure the safety of the child. Quillian Center will contact 911 in the event emergency medical care is needed. In addition the parents or emergency contacts listed on the child's enrollment form will be contacted. Children who are still in care during the medical emergency will be separated from the child who is in need of additional medical care.

Parent Notification Policy

In case of an illness or serious injury, the child will be asked to rest or lie down in the first aid area. Parent/legal guardian will be notified immediately to discuss what course of action will need to be made with the child. The information will be documented for the parent/legal guardian's signature. In the event of a non-serious injury, i.e. scrapes and bruises, the non-serious injury will be documented for parent/legal guardian's signature at pick-up of the child. In case of an emergency, Quillian Center will contact emergency services through the 911 system. Please be prepared to pick up your child if he/she is being sent home due to illness or injury.

Parents are welcome to stop by and observe the facilities or their children whenever they'd like during the hours of operation. We also encourage parents to volunteer and participate in special events at the center. For any questions or concerns about the parent handbook, please feel free to contact the Childcare or to set up a meeting time. Parents may review Quillian Center's most recent licensing report at any time. It is posted on the bulletin board located next to the game room. You can also access the Department of Family and Protective Services minimum standards for after school licensing at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>.

If you would like to visit the HHSC Website, follow the link below
https://www.dfps.state.tx.us/child_care/

Dispensing Medicine and Shot Records

All medicine should be kept in the original bottle for drop-off. The dosage and times must be clearly marked, and also be the original prescription. All medicine will be turned in to the After School Director on Administrator on duty. Parents must also complete and sign a special medical authorization form.

Immunization records are not required to have on file at Quillian Center. When completing the registration form, please note which school your child's immunization records are located at.

Where can I find more information on immunizations?

§744.613. Subchapter C, Record Keeping
Division 1, Records of Children
April 2017

You can find more information in the Department of State Health Service's rules at 25 TAC Chapter 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). You can access it on the Department of State Health Services Internet website at: www.dshs.state.tx.us/immunize or you may obtain a copy from Licensing or your local or state health department.

Q. Are there other reasons a child may be exempted from vaccination requirements?

A. A child may be exempted from one or more vaccinations for medical reasons. The parent or guardian must provide the school with a certificate signed by a physician (M.D. or D.O.), registered and licensed to practice medicine in the United States, which states that, in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that certificate is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect.

Unassigned Epinephrine Injectors:

Our operation does not maintain or store unassigned epinephrine injectors and will require parents to provide all necessary emergency medication for their child if required to aid during an anaphylaxis shock. Emergency medication will be stored in the Director's office and available for staff to retrieve in the event of an emergency.

Vaccine Preventable Disease Requirements

Quillian Center does not require staff to have specific immunizations to work with children in care.

Insect Repellent & Sunscreen

Quillian Center has insect repellent and sunscreen readily available for children who may be in need of it during the after school season. The repellents and sunscreens are commonly used brands used by the general public. All repellents and sunscreens are kept in the first aid storage cabinet in the first aid room. If you have questions or would like to see what is available please communicate with the After School Director.

Custody Issues

We are sensitive to custody issues and understand the difficulty it presents for parents and children. However, Quillian Center cannot monitor custody issues. If any multiple custody or conservatorship issue exists for your child, a copy of current certified court order must be provided for your child's file. If disputes regarding custody and/or visitation of your child present a persistent problem for the Quillian staff, your child's enrollment in Quillian programs may be revoked.

Discipline and Dismissal Policy

The staff at Quillian Center maintains high expectations for achievement and behavior. We are dedicated to a safe and orderly environment. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interferes with the program, nor affects the safety of students and staff. The Assistant Director or counselor administers discipline. When a child misbehaves, he/she will be removed from the activity. Two additional "time outs" will result in a discussion between the student and the counselor and or person in charge. Three more incidents will result in the child being written up and a call will be placed to notify parents of behavioral issues. Two more serious behavioral

incidents will result in parent's conference with Director or Assistant Director to discuss continued enrollment.

Reason for Suspension: A child will be suspended from the center for behaving in a manner that is not in line with the expectations set for all children enrolled in the program. For example if a child is continuously being disrespectful to their counselors or the administrative team, the child may be suspended for a day.

Reason for Dismissal: A child will be dismissed from the center for destruction of equipment or property, aggressive behavior such as hitting, biting, hurting other children and/or throwing objects.

Continuous disruption of the class and/or uncontrollable behavior will result in the child being dismissed from the Quillian After School Program.

We have implemented color coded disciplinary sheets to complete on a child when their behavior is at a particular level. Green indicates that the child has a warning. Yellow indicates the child needs to slow down and think about their actions. Red indicates that child has misbehaved in a manner that is detrimental our program and further action will need to be taken such as a suspension or possible dismissal.

Refunds for tuition will not be issued if a child is dismissed due to discipline problems. Please be prepared to pick up your child immediately if he/she is being sent home due to disciplinary measures.

Get Connected

Follow us on Facebook & Instagram where you can keep up to date on the latest special events, announcements and much more. Search Quillian Center and hit the follow button.

Contact Information

Please call 713-458-4707 to speak directly with the Daycare Director, Administrator on Duty or a staff member, especially during morning and evening hours.

Reporting Abuse and Neglect:

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliation against caregivers who make reports in good faith.

Local Licensing Office-713-940-3009

DFPS Child Abuse Hotline-1-800-252-5400

Texas Department of Family and Protective Services www.dfps.state.tx.us

Direct Phone Lines

Main Desk Phone 713-781-9195

Main Desk E-mail: qmc@quilliantcenter.org

Address: 10570 Westpark Drive

Houston, Texas 77042

Beverly Okosun

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Tom Gaden

Executive Director

tgaden@quilliantcenter.org /713.458.4705

After School Operational Policies Acknowledgement:

I, _____
Parent's Name

have received the current 2022-2023 Quillian Center After School Operational
Policies on _____
Date

Parent's Signature: _____

Child's Name: _____

Child's Name: _____